

# District of Columbia Salary Schedule: Comp Unit 1 & 2 (Union)



**Fiscal Year:** 2006 **Occupational Group(s):** Clerical Occupation Group - C1

**Effective Date:** October 2, 2005

**Service Codes:** A01, A02, A05, A79

**Union/Nonunion:** Union

**Job Series:** 00186 00189 00301 00303 00304 00305 00318 00322 00326  
00332 00335 00342 00350 00356 00357 00392 00530 00544  
00679 00998 01001 01087 01411 02005 02102 02151

**Pay Plan Schedule:** CS

**% Increase:** 4

**Resolution Number:** 15-459

**Date of Resolution:** 2/17/2004

**Schedule ID:** X03

**Peoplesoft Schedule** DS0066

## Schedule Definition

Clerical and support occupations involve structured work in support of office, business, or fiscal operations. Clerical work is performed in accordance with established policies, procedures, or techniques; and requires training experience, or working knowledge related to the tasks to be performed.

Clerical work typically involves general office or program support duties such as preparing, receiving, reviewing and verifying documents; processing transactions; maintaining office records; locating and compiling data or information from files; keeping a calendar and informing others of deadlines and other important dates; and using keyboards to prepare typewritten material or to store or manipulate information for data processing use. The work requires a knowledge of an organization's rules, some degree of subject matter knowledge, and skill in carrying out clerical processes and procedures.

	Step										Between	
Grade	1	2	3	4	5	6	7	8	9	10	Steps	
02	\$21,502	\$22,255	\$23,008	\$23,761	\$24,514	\$25,267	\$26,020	\$26,773	\$27,526	\$28,279	\$753	
03	\$23,435	\$24,248	\$25,061	\$25,874	\$26,687	\$27,500	\$28,313	\$29,126	\$29,939	\$30,752	\$813	
04	\$24,578	\$25,413	\$26,248	\$27,083	\$27,918	\$28,753	\$29,588	\$30,423	\$31,258	\$32,093	\$835	
05	\$26,579	\$27,505	\$28,431	\$29,357	\$30,283	\$31,209	\$32,135	\$33,061	\$33,987	\$34,913	\$926	
06	\$29,449	\$30,476	\$31,503	\$32,530	\$33,557	\$34,584	\$35,611	\$36,638	\$37,665	\$38,692	\$1,027	
07	\$32,635	\$33,769	\$34,903	\$36,037	\$37,171	\$38,305	\$39,439	\$40,573	\$41,707	\$42,841	\$1,134	
08	\$35,842	\$36,983	\$38,124	\$39,265	\$40,406	\$41,547	\$42,688	\$43,829	\$44,970	\$46,111	\$1,141	
09	\$39,421	\$40,681	\$41,941	\$43,201	\$44,461	\$45,721	\$46,981	\$48,241	\$49,501	\$50,761	\$1,260	
10	\$43,247	\$44,634	\$46,021	\$47,408	\$48,795	\$50,182	\$51,569	\$52,956	\$54,343	\$55,730	\$1,387	
11	\$47,496	\$49,023	\$50,550	\$52,077	\$53,604	\$55,131	\$56,658	\$58,185	\$59,712	\$61,239	\$1,527	
12	\$56,948	\$58,773	\$60,598	\$62,423	\$64,248	\$66,073	\$67,898	\$69,723	\$71,548	\$73,373	\$1,825	
13	\$67,709	\$69,880	\$72,051	\$74,222	\$76,393	\$78,564	\$80,735	\$82,906	\$85,077	\$87,248	\$2,171	
14	\$80,023	\$82,588	\$85,153	\$87,718	\$90,283	\$92,848	\$95,413	\$97,978	\$100,543	\$103,108	\$2,565	

**Schedule Updated:** 8/30/2005